

**CONTRACTOR
ELIGIBILITY**

The Michigan Department of Health and Human Services (MDHHS) contracts with private adoption agencies within the state to provide adoption services to Michigan Children's Institute (MCI) wards and title IV-E funded permanent court wards. Permanent court wards that are not title IV-E eligible are excluded from the contract. MDHHS makes the determination of eligibility for title IV-E. **All service expectations contained in the MDHHS adoption policy (ADM) apply to adoption agencies working under contract with MDHHS.**

Note: All contract agencies must cooperate with MDHHS department representatives, including the Office of Inspector General. See SRM 131, Confidentiality, for limits and restrictions of sharing information.

**REQUIRED
CONTRACT
SERVICES**

Adoption agencies under contract with MDHHS must provide direct adoption services that include the following:

Recruitment

- Recruitment activities, orientation, and training of prospective adoptive families focusing on meeting the needs of children available for adoption. Recruitment of prospective adoptive families' activities includes, but is not limited to; dual approvals for foster home licensing and adoption approval and strategies for recruiting families for adolescents, sibling groups and children with disabilities.
- Individualized recruitment activities for children awaiting adoption may include, but are not limited to, participation in the Heart Gallery, use of the Wendy's Wonderful Kids project, national photolists and regional recruitment campaigns.

Assessments

- **Completion of the DHS-1927, Child Adoption Assessment, and the DHS-606, Child Adoption Assessment Addendum,** in MiSACWIS within the specified time frames; see ADM 0300. The child's adoption assessment must be provided to the local MDHHS office or designated adoption program office within

five calendar days of completion for inclusion in the child's permanent record.

- **Completion of the BCAL-3130, Initial Foster Home/Adoption Evaluation, and DHS-612, Adoptive Family Assessment Addendum, and/or DHS-1926, Preliminary Family Assessment(s);** see ADM 0500 and ADM 0510.

Adoption Assistance Applications

- Assisting adoptive families with application for adoption assistance and medical subsidies, prior to the finalization of the adoption. A copy of the signed adoption assistance agreement must be maintained in the case record and a copy must be submitted to the assigned MDHHS monitor within five calendar days of receipt for inclusion in the child's permanent record.

Michigan Adoption Resource Exchange Notification

- Written notification to the Michigan Adoption Resource Exchange (MARE), as outlined in ADM 0710.

Information Sharing

- Sharing relevant case material. Case reviews must be held initially between the foster care worker and the assigned adoption worker and on a quarterly basis to ensure sharing of information throughout the adoption or permanency process; see ADM 0210.

Court Hearings

- The contracted adoption agency worker must prepare for and attend all court hearings. The contracted adoption agency worker must:
 - Complete required reports and forms.
 - Provide primary court testimony.
 - Provide recommendations and updated reports until dismissal of wardship.
- MDHHS monitors will not attend court hearings unless ordered by the court. All court reports must be maintained in the case record and submitted to the primary foster care worker and the assigned MDHHS monitor within five calendar days of completion for inclusion in the child's permanent record.

Quarterly Reports, Supervision Reports and Closing Summary

- The contracted adoption agency worker must complete and generate the following reports in MiSACWIS and provide them to the local MDHHS adoption monitor for purchase of service cases:
 - DHS-614, Quarterly Adoption Progress Report.
 - DHS-613, Adoptive Placement Supervisory Report.
 - DHS-222, Closing Adoption Summary (submitted to MDHHS when the adoption is finalized).

Monthly Visits

- Visits are required with the child and adoptive parent(s), at a minimum, every calendar month during the adoption supervision period and must be documented in MiSACWIS. Face-to-face contacts must be documented in MiSACWIS within five business days of them occurring.

Note: For caseworker visit requirements for a recruited family and children in adoption supervision; see ADM 950.

Child Adoption Assessment Addenda

- The DHS-606, Child Adoption Assessment Addendum, must be used to update the DHS-1927, Child Adoption Assessment, and submitted by the assigned adoption worker when any significant event occurs (for example, change of placement and impact on child, sibling split, etc.). At a minimum, the DHS-606 must be prepared annually in MiSACWIS until the adoption placement order is signed by the court; see ADM 0300 and ADM 0330.

Additional Information

- Additional information submitted to MDHHS as needed to assist in planning for the child. The contractor and MDHHS must cooperate in matters relating to any legal or court activities concerning the child and family.
- The contractor must immediately notify and provide a copy of any section 45 hearing notifications received from the court to the Michigan Children's Institute (MCI) office. A copy of the section 45 hearing notification must also be uploaded into the MCI consent shell in MiSACWIS.

Required Adoptive Placement Forms and Reports

- The contracted adoption agency must complete the legal requirements for adoptive placement (see ADM 0920). The agency must provide the following information to the referring local MDHHS office and ensure they are uploaded in MiSACWIS:
 - Placement data required for MiSACWIS.
 - Petition for adoption (PCA 301).
 - Consent to adoption (PCA 309).
 - Order terminating rights (PCA 318).
 - Order placing child (PCA 320).
 - DHS-1927, Child Adoption Assessment and any DHS-606, Child Assessment Addendums.
 - Copy of the DHS-4113, Adoption Assistance Agreement and/or DHS-3013, Adoption Medical Subsidy Agreement.

Adoptive Family Record

- The following information from the adoptive family record must be maintained in the adoption case record and submitted to the assigned MDHHS adoption monitor for inclusion in the child's foster care/adoption record within 30 calendar days after the adoption is finalized:
 - DHS-3153A, Adoption Application.
 - Final order of adoption (PCA 321).
 - BCAL-3130 Initial Foster/Adoption Home Study, any DHS-612, Adoptive Family Assessment Addendums and the DHS-1928 (for assessments prior to 3/1/09).
 - Establishment of New Birth Record or out-of-state equivalent (DCH-854).
 - DHS-222, Closing Adoption Summary.

**REIMBURSEMENT
OF CONTRACTED
ADOPTION
SERVICES**

Reimbursement must be made according to the provisions of the contract between MDHHS and the contracted adoption agency. The appropriate rates of reimbursement are identified in the contract. Adoption contracts are administered by MDHHS central office.

Adoption contractors must provide written information to prospective adoptive families indicating “there are no fees for adopting a Michigan Department of Health and Human Services (MDHHS) child or a child placed under contractual care with a private agency by MDHHS.”

If a family completes a DHS-3153A, Adoption Application, no fees should be assessed unless the family is concurrently pursuing adoption of a non-MDHHS supervised child. If fees are assessed to the family, the contracted agency must reimburse the family any fees charged when an adoption of a MDHHS supervised child's adoption is finalized. The family is entitled to a full and prompt refund at the time of adoption finalization.

If the family has not received a refund, they may contact the manager of the adoption program office at the MDHHS central office.